



CITY OF LAKE PARK

217 Market St. Box 536

Lake Park, IA 51347

Phone: 712-832-3527 Fax: 712-832-3669

REQUEST FOR PROPOSALS AND QUOTES FOR ENGINEERING SERVICES

For Assessment and Planning Associated with the Restoration of Silver Lake in Dickinson County

The City of Lake Park (the City) is seeking a qualified consultant to complete watershed and lake assessment and community planning toward improving water quality at Silver Lake. The selected firm will provide engineering and planning services related to analysis of the watershed, modeling of hydrology and nutrient loading (both internal and external), development of a lake response model, and facilitation of community-based planning. The firm will also consider impact of rough fish on water quality and assess the potential for excluding carp from spawning areas (eg. Trapper's Bay), and develop conceptual fish exclusion strategies. The selected firm will be working for the City of Lake Park and collaborating with officials from the Iowa Department of Natural Resources (DNR).

Background

Silver Lake is located on the west side of Lake Park, Iowa, in Dickinson County. The lake is a glacial lake with a surface area of 1,066 acres. The lake is widely used for a variety of recreational activities, but has recently experienced periods of poor water clarity and intense algal blooms. A TMDL for phosphorus was prepared and approved by EPA in 2009; however, the lake remains impaired for algae due to elevated chlorophyll a levels. Available electronic resources related to Silver Lake are ready for download via the link listed below on Google Drive. If you have problems accessing the information, please contact Michelle Balmer at michelle.balmer@dnr.iowa.gov.

Google Drive File Location:

<https://drive.google.com/drive/folders/0BzxSLGbFfeEPWndEZnuODhaeUU?usp=sharing>

General Provisions

This RFP does not obligate the City to award a contract to any firm, nor to pay any cost incurred in the preparation of the proposals submitted in response to this request. The City reserves the right to accept or reject any or all proposals received.

The City of Lake Park will use the "Selection Criteria" set forth in this request to select a firm. If the City determines that additional information is needed to make a final selection, the City may require additional information or a meeting with top ranked firms.

The consultant selected will enter into a contractual agreement for services with the City. If for any reason the City of Lake Park cannot reach an agreement with the top ranking firm, then the City reserves

the right to reject all proposals or enter into negotiations with the second highest ranking firm, and so on down the ranking list. There will be a separate Cooperative Agreement between the City of Lake Park and the Iowa Department of Natural Resources (DNR) that will define the DNR's role and funding related to the project.

This request invites consultants to submit a proposal and preliminary quote for the items identified under the Scope of Work. Consultants must also submit a statement of qualifications with their proposals. The City of Lake Park is estimating a budget for this project to be between \$75,000 and \$140,000.

Proposal Requirements

General qualifications and performance required to conduct this project will be determined by comparative evaluation on the basis of the "Selection Criteria" set forth in this request.

RFP Released: September 1, 2017
Optional Pre-Bid Meeting: September 12, 2017;
10am at City Hall in Lake Park, IA

Written Questions and Requests for Clarifications Due: September 15, 2017
Mandatory Letters of Intent to Bid Due: September 20, 2017
Answers to Written Questions Issued: September 25, 2017
Bid Proposals Due: October 2, 2017

Prospective consultants are invited to submit written questions and requests for clarification concerning this RFP. The questions and requests for clarification must be in writing and received by the Issuing Officer before 5 PM on September 15, 2017. Written responses to timely questions will be issued no later than September 25, 2017 to all consultants who submit a Letter of Intent to Bid.

An optional pre-bid meeting will be held at City Hall in Lake Park, Iowa, at 10AM CST on September 12th, 2017. **To register to attend the meeting, please email Marie Matthiesen at the listed email below by 5PM CST on Friday September 8th.**

Submittal Location: City of Lake Park
217 S Market St, Lake Park, IA 51347

Issuing Officer: Marie Matthiesen (City Administrator)
Office: 712-832-3527
Email: city@lakepark.us

Submittal Quantities: Please submit one (1) original, four (4) copies and an electronic (PDF). The original copy must be signed by an official empowered to contractually obligate the proposing firm.

Statement of Qualifications

A statement of qualifications must be submitted, which shall include:

1. The Consultant's name and address, and a brief history of the firm.
2. A description of the services to be provided by (a) the consultant, and (b) subcontractors (if any), along with a description of their experiences similar to what is required for this project.
3. Names of specific individuals who will be assigned to this project, and their relevant experience.

4. The location of the office where the majority of the work will be originated.
5. Three references including project name(s), contact person, address and phone number.
6. Any other information that could be relevant to the selection process such as history of providing accurate cost estimates for similar projects and ability to deliver on schedule.
7. A brief discussion of your project understanding outlining key issues and your project approach.
8. Hourly rates for services under any resulting contract.

Scope of Work

The consultant will be working with the City of Lake Park in planning and decision making related to the size and scope of each project element. The consultant selected for this project will enter into a contractual agreement with the City and provide the following services.

1. Coordinate with State and local goals by working with and advising an established Technical Advisory Team (TAT), including members of relevant resource agencies, as well as a Steering Committee of interested parties and key stakeholders. The Steering Committee will be established by the City in cooperation with the DNR in the early stages of the work.
2. Gather and process existing data. For example, but not limited to, past reports and studies, watershed assessment information, past and ongoing watershed water quality monitoring, lake water quality and lake coring data. Identify data gaps and make recommendations on additional monitoring needs.
3. Review existing studies/data on nutrient/sediment loading from Drainage Ditch #0-1 and make recommendations on restoration alternatives related to the improvement of water quality at Silver Lake.
4. In cooperation with DNR Fisheries and Wildlife, evaluate options, propose concepts and provide preliminary cost estimates for excluding carp and managing key/critical spawning areas. This may include but is not limited to water level control and fish barrier structures.
5. Assess the existing rough fish spawning areas around the lake and the potential for limiting/eliminating access to these areas to limit rough fish reproduction. Provide a conceptual design for potential fish barriers.
6. Complete an assessment of shoreline erosion at Silver Lake, including estimated sediment and phosphorus delivery to the lake.
7. Evaluate dredging scenarios in both the main lake and Trapper's Bay in relation to achieving water quality goals.
8. Evaluate potential water quality benefits and feasibility, including an estimate of cost, for constructing a pond or wetland north of the lake on the outlet stream of DD#0-1 (see Figure 1) or other wetland opportunities within the watershed and evaluate and summarize the feasibility of completing the project within the drainage district.
9. Evaluate both external and internal nutrient and sediment loading to Silver Lake and impact/response on lake water quality using water quality data collected and models completed to date. Update water quality models as needed to refine loads.
10. Develop a list of restoration alternatives for both the watershed and the lake with pollution (phosphorus/sediment) reduction estimates for each alternative and a preliminary cost estimate. Prioritize the list of alternatives based on the best return on investment for the lake and feasibility of completing each alternative to be included in the updated watershed management plan.
11. Update the models in the existing watershed management plan using data available and based on study findings and input from the TAT and Steering Committee.

Schedule

Consultants should propose a schedule of completion and milestones for the project.

Consultant Selection Procedures

The City will evaluate all proposals submitted in response to this request. Each proposal will be evaluated and ranked based upon the following factors:

1. Firm and Individual Qualifications
 - Relate to services to be provided
 - Qualifications and experience of principals and key personnel
2. Project Experience Considerations
 - Specific similar project type experience
 - References from similar projects
3. Ability to Perform Work
 - Availability of staff
 - Services to be provided by other consultants
4. Quality of Proposal (Approach and Workplan)
5. Cost Estimate

The selected firm will be engaged in negotiations for a formal professional services agreement after the final scope of services has been developed. The final contract amount should not vary by more than 10% from what is provided in the proposal. In the event a formal agreement cannot be negotiated with the selected firm, the City reserves the right to negotiate with another qualified firm associated with this RFP or reject all proposals.

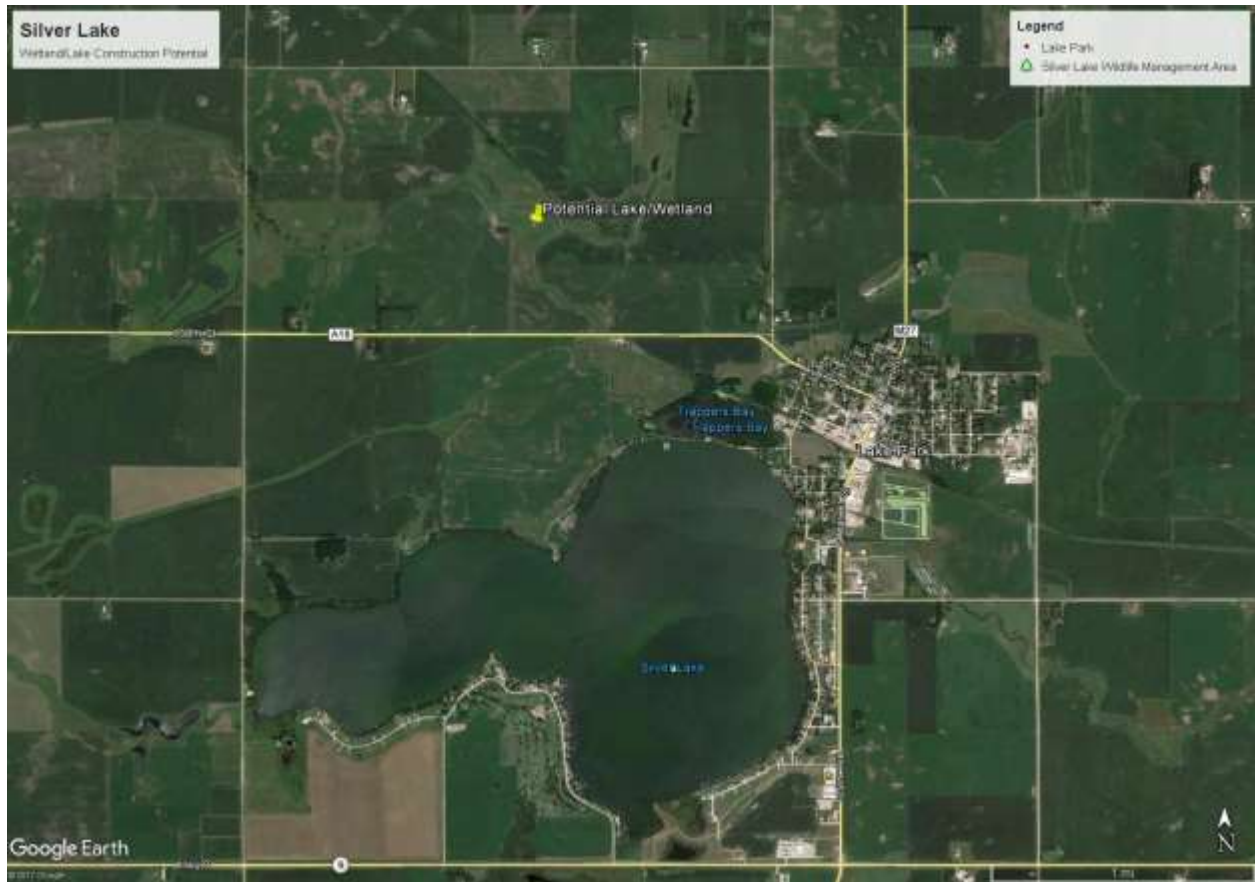


Figure 1. Map showing the potential location for a lake/wetland north of Silver Lake.